



# Deferred Premium Program Submission Guide

We understand the toll the Covid-19 crisis is taking on many businesses. While we encourage all customers who are able to pay their premiums on time to continue to do so, we want to make available to our customers facing a financial hardship an extended 60-day grace period which can be applied to their April or May 2020 premium payment under the AmeriHealth New Jersey Deferred Premium Program.

## Customer Eligibility

To participate, each customer must meet the following criteria:

- Enrolled in a fully-insured medical benefits program with AmeriHealth New Jersey
- Paid all premiums through March for April deferments, and through April for May deferments
- **For Large Groups (51+):** Provision of an attestation from the customer's senior financial officer or certified public accountant that the customer has experienced a financial hardship caused by COVID-19.

## Required Steps

1. Execute a separate **Deferred Premium Program Agreement ("Program Agreement")** for each customer
  - Please submit these documents as soon as they are completed.
2. Obtain an attestation signed by the customer's senior financial officer or certified public accountant that the customer has experienced a financial hardship caused by COVID-19. (large group customers (51+) only).
  - Submit each attestation with the corresponding Program Agreement.
3. Complete the **Signed Program Agreement Submission Tracker** Excel document with complete information for all of your customers enrolling in the program
  - List all bill accounts for each CID that should be included in the Deferred Premium Program. If a bill account number is missed, it will not be included in the Deferred Premium Program.
  - Include your Agency Name in the file name, as indicated.
  - Submit the Tracker document when all customers are included for each month.
4. Email all executed agreements, attestations for 51+ customers, and your completed Program Agreement Submission Tracker to [ahnjcares@amerihealth.com](mailto:ahnjcares@amerihealth.com)
  - Your email should include the subject line: **AHNJ Signed Agreement** or risk delays in the processing of your request

## Submission Deadlines

**April 20** – Deadline for submitting customers deferring April premium payment

**May 15** – Deadline for submitting customers deferring May premium payment

## Questions

If you have any questions about how to enroll your customers in the Deferred Premium Program, please contact your AmeriHealth New Jersey broker representative.